



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
OCTOBER 13, 2009**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on October 13 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

DIRECTORS IN ATTENDANCE: Charles Dykeman, George Kling, Charles Simons, George Goldbach

EXCUSED DIRECTORS: Jeff deDisse

ALSO IN ATTENDANCE: Chief Garry DeJong, Wayne Shephard, Mike Weege, Robert Gottsman, Jaine Hamilton, Frank Dearborn, Mike Novick, Sean Wood, Brent Worthington, Vicki Gitts, Sylvia Ross.

MEETING CALLED TO ORDER

President Dykeman called the meeting to order at 7:01 P.M.

TIME OF REMEMBRANCE AND REFLECTION: The pledge of allegiance was recited and a moment of silence was observed.

APPROVAL OF AGENDA The agenda was approved with the addition of Chief Evaluation Date after the Board Member comments section.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: The minutes of the September 8 Board Meeting were approved with the correction of a couple of grammatical errors. Director Simons made a motion to approve them with the noted corrections, Director Goldbach seconded the motion; the motion passed.

The minutes of the September 17 Special Meeting minutes were presented. Director Kling made a comment for the record: In the minutes (page 2) it suggests that the position change from Deputy Chief of Support Services to EMS/Communications Coordinator would eliminate the second in command. Director Kling would like to clarify that there never was a second in command so therefore it could not be eliminated. A discussion ensued. The September 17 minutes were then received and approved as presented.

PRESENTATIONS

August 2009 Finance Report: Total Funds available as of August 31, 2009 are \$4,928,918. General Fund revenues are well ahead of the annualized budget, but are slightly behind projections. Two revenue items that are lagging significantly are: ownership tax: 69.4% of projections; 47.5% of the annualized budget and interest which is 34.8% of projections (a slight

improvement over last month YTD); 23% of the annualized budget. General Fund expenditures have a positive variance; at the end of July, expenditures were 85% of projections and 53.9% of the annualized budget (66.7% of the way through the year). EMS revenues continue to lag; they are 95% of projections, and 62.4% of the annualized budget (66.7% of the way through the year). EMS expenditures have a positive variance; expenditures are 93% of projections and 62.3% of the annualized budget (66.7% of the way through the year). Mr. Worthington then explained to the board that he noticed that the ambulance billing revenues did not seem correct so he analyzed the numbers and reconciled them and there is a difference which he will present in next months financial report. It will make a little less than a \$100K difference. Mr. Worthington asked the board if they would like him to update this report or in next months report. The board agreed that this change will be reflected in next month's financial report and that it needs to be clearly noted in the September report.

Director Kling asked about the Clear Creek County treasurers fees (page 5) – why are they at 180% of projections. Mr. Worthington will check on that and report back to the board via email.

Director Goldbach made a motion to accept the August 2009 financial report; Director Kling seconded the motion. The motion passed.

2010 Proposed Budget: Chief DeJong began the presentation of the 2010 budget with some highlights:

- General Fund budget summary has a slight increase in revenue from property tax and there is slight decrease in expenditures by about 4%.
- General Fund budget detail shows the budget line items in greater detail. In the payroll and benefits area there is an overall decrease of 1.2%. The Chief pointed out that the employee benefits expense increased due to a \$25/month increase in benefit dollars to the staff to offset the increase in health insurance premiums. The commodities and supplies expenditure area shows a 15% decrease over last year. In other operating expenses the May 2010 election was added to the budget in the amount of \$10,000 and there is a 25% increase in our apparatus insurance fees due to the E2 accident. Director Kling asked about the scholarship line item which is for classes for the superintendant; it is not for anyone outside the organization. Overall other operating expenses have only increased 4.2% over last year. Capital expenditures in 2010 are significantly lower than this year. The percent change in total operating expenses in the General Fund shows a decrease of 2.6% in 2010.
- Communication budget detail shows a decrease in salaries and wages by 12% due to the elimination of the Communications Manager position. Equipment repair and maintenance shows about a \$12,000 increase; due to the UASI grant we are no longer supporting UHF so the overall total in commodities and supplies shows a 12.8% decrease over last year. Overall there is a 10.6% decrease in the communications budget over last year. Director Kling asked about a call in system and Chief DeJong explained that most of the software out right now to do this has some inherent problems and the Chris Johnson is actually working on developing his own program and the funds to pay for this project will come from the IT portion of the budget.
- Fire Operations budget biggest change is a decrease in PPE and books/manuals. Also gym membership and immunizations have been moved to the Office Management budget which increases the office management budget. Overall the fire operations budget shows a 24% decrease over last year.
- Fire Prevention budget has no significant changes. Overall that budget decreased 11.2% over last year.

- Office Management budget has an increase of about \$96,000 over last year; this increase is due partly to the benefit dollar increase, the \$36K increase in the FPPA contribution and moving the gym/immunization budget from fire ops to office management. Mike Novick asked what accounts for the 60% increase in benefits? Chief DeJong will have Mr. Worthington look at the number and double check it and The Chief will get back to the board on what the 96K increase consists of. The total office management budget increased 3.7% over last year.
- Station Maintenance budget has no significant changes; just a \$1300 increase over last year or 1%.
- Vehicles and Equipment budget has a \$10K decrease in fuel and a decrease in the tools line item as well. Director Goldbach asked what accounts for the payroll tax line item increasing by 23%? Chief DeJong replied that it is an adjustment because we were using the wrong numbers in the past and this number reflects this line item more accurately.
- EMS budget has an increase of funds transfers from the general account in the amount of \$20K. Overall there is only a \$100 increase over last year.
- Strategic Capital budget shows an increase in fund transfers from \$345K in 2009 to \$350K in 2010. The district is looking into purchasing a \$10K clock for the CAD system so we are looking to see if the 911 authority board can help cover some of that cost. The chief then presented the Strategic Capital Cash flow chart. He briefly discussed the need for a new alarm system at Station 2; the merge to narrowband is \$200K, and the Securus system will have to be replaced next year. Director Simons asked if the cost of the alarm replacement will be borne totally by the district; Chief DeJong replied at this point yes because all the warranties have expired. Director Kling inquired if an appropriation needs to be discussed tonight to get this problem resolved immediately as there are employees sleeping and working in these buildings. The cost to replace the system is \$19,900. It was decided to discuss the alarm system replacement after the budget presentation. There is also a line item to purchase more AEDs because our current AEDs have reached their service life. In the merge to narrowband line item \$200,000 has been allocated of which \$189,000 is our matching funds for the state grant. Some of that money that will be carried over into the 2010 budget the district would like to use for project management resources which the chief will discuss in more detail in his Chief's Report. Mike Novick asked why the burn building is slated for 2011 especially with all the training required. Chief DeJong replied that all the documents he has seen slate the burn building in 2011.
- Capital Bond budget has \$20,000 left to use. There are no specific projects targeted for that money but its there if a project comes up.
- Bond Debt Service Fund – this is our payback of the bond.
- Apparatus Replacement Fund – the vehicle purchase that is budgeted is for a chassis for Medic 21. This amount includes the remount costs. The old chassis can be refurbished for Pump 1 or a brush truck. The box on Medic 21 will be completely refurbished and installed on the new chassis.
- Paid Pension account has no significant changes.
- Volunteer Pension account shows the 36K increase for the FPPA. The management fee line item will be removed as the pension board no longer gets their stipend. A discussion ensued regarding the increase and the study that Mike Novick worked on with the FPPA. The FPPA is who came up with the 36K amount.

Mr. Worthington added that at this point in the budget process the division managers have given their input and therefore any changes needs to come directly from the board. A budget

hearing was then discussed. A motion was made by Director Goldbach to have the public budget hearing in conjunction with the regularly scheduled November board meeting. Due to the budget hearing, the November 10th meeting will begin at 6PM with the Pension Board; meeting beginning at 5:45PM. Director Kling seconded the motion; the motion passed unanimously.

CHIEF REPORT

Chief DeJong, in order to save time, is only going to discuss the action items in the report.

- In the Apparatus Equipment & Facilities Maintenance section, second bullet, E2 is back in service. We received the insurance payment and since it is not part of the budget a special line item has been created to capture these transactions. The settlement is about \$18,000 over what the actual cost of repairing E2 and replacing any damaged equipment. Any extra money will be posted in the general fund reserves. This is a formal acknowledgement to the board that the district will be cutting some large checks that do not have appropriations attached to them (e.g. \$210,000K to Pierce Manufacturing). The next item discussed was the remount of Medic 21. This remount will save the district about \$25K - \$40K (instead of purchasing a new one). The chief is requesting approval to pre-order the chassis so that it will be exempt from the new emissions standards which would save the district an additional \$10K - \$15K. We will not have to pay for it nor take possession of the chassis until 2010. A motion was made by Director Goldbach to allow the Chief for pre-order the chassis, Director Kling seconded the motion; the motion passed.
- Next section the Chief presented is the Special Comments/other where all four bullets will be discussed. First, our ISO evaluation will be pushed back to January/February timeframe. One of the things the district will be working on is continued training and getting mutual aid agreements for water shuttle only with our surrounding districts. Director Kling asked that instead of just limiting the agreements to water shuttle can the district look at agreements with Foothills for example whose station is across the street from some large commercial buildings i.e. Walmart and Home Depot. Chief DeJong said that the district could certainly address this while it is going through this process. Director Kling wants the meetings to as productive as possible. The Chief agrees.
- Verizon wireless is asking to build a building and cell tower on our Station 6 site. This would be a 25 year lease. The advantages would be that they would pay the district about \$1000 - \$1,200 per month for allowing them to erect the tower. A discussion ensued. Director Kling asked if the district owns the land. He believes that the land is owned by the Evergreen Metro District and that they allowed us to build on their land. The chief will look into this as he assumed we owned the land. If we do own the land the board was in agreement that we should move forward.
- VHF Grant. The Chief will be meeting with the City and County of Denver UASI Grant Administrator in November. We are working out the IGA with the City/County of Denver and preparation paperwork. Looking for access to the funds for January 2010. Formulating an RFP for a Project Manger to coordinate the project (no decision making authority and not a permanent position), this RFP will be presented at the November Board meeting for approval. Tuesday October 13th, initial meetings with the North Central Region committee in obtaining 4 Frequencies needed for proposed system. Working with different vendors on possible structure designs and timelines. If Frequencies, Funding and weather line up – this could be a 10 month build out, possible completion by the end of 2010.
- Fee Schedule – Chief DeJong is proposing to formally accept a new fee structure for ambulance billing and increase some fees for Fire Prevention / Code Enforcement.

This will need to follow a fee increase process in an open meeting. Our attorney, Linda Alexander will be preparing a resolution for board approval at the November meeting. Chief DeJong presented the current fee schedule to the board. The proposed 2010 budget that was presented tonight does not incorporate these new fees; the 2010 budget is based on the current fees. These changes are going to generate little in additional revenue; maybe a few thousand dollars. A discussion ensued. In January a formal resolution will be presented to the board. The Chief recommends that the November board meeting include both a budget hearing and a fee hearing so that the public has the chance to discuss them before a resolution is passed.

It was agreed that the November board meeting will begin at 6pm – this meeting will be a regular board meeting along with two hearings – a budget hearing and a fee schedule hearing. The budget hearing will be the first topic discussed followed by the fee hearing followed by the regular board meeting. There will be a notice posted in the paper.

OLD BUSINESS

By-law Approval: Chief DeJong presented the by-laws which are the exact same bylaws as presented at the September board meeting. Director Goldbach made a motion to accept and approve the district by-laws as presented; Director Simons seconded the motion; the motion passed unanimously.

Rules of Conduct & Guidelines: These are currently two separate documents. The only change made to the guidelines document is to make the language regarding the executive session minutes match what is in the bylaws. The Chief's recommendation is to merge the two documents into one document so everything would be covered in the Policies, Procedures and Rules of Conduct document. Bylaws are all statutory based where as the Policies and procedures manual is a best practices type of document. After some discussion it was agreed that the Chief would merge the two documents and present the updated Policies and Procedures manual at the November meeting for board approval.

HR Position Update: The Chief had a good interview with the HR manager at another district as part of a job share situation but had a much better discussion and meeting with a company called DHR (Diversified HR). Chief DeJong recommends moving forward with DHR providing our staff person (16 hours per week) with availability of resources specialists as well as labor and employment attorneys (part of costs so we would not have to go through Collins Cockrel & Cole which would save us in attorney's fees). Mr. Worthington is looking over the contract and Chief DeJong is conducting reference checks; this should be done by the end of the week and we should have an HR person onsite by the end of the month.

Employee Recognition Program: The Chief's plan was to initiate it next month but since the November meeting already has several topics he recommends the discussion be moved to the December meeting. The district is working on getting its own recognition certificate and also looking at other awards etc. as part of this program.

NEW BUSINESS

Chief's Evaluation: The Chief's evaluation is set for Thursday, October 29, 2009 at 5pm in the board room. This discussion will be done in Executive Session.

Alarm System Repair: The station two alarm system repair was discussed and it was agreed that the repair would be made in January 2010.

BOARD MEMBER COMMENTS

Director Goldbach wanted to acknowledge Evan Soilbelman and the Chief on the letters that were printed in the Canyon Courier. They were factual, not emotional, and to the point. Director Kling wanted to complement the troops on some recent incidents.

Director Simons wanted to share how much of a great time he had at the Pancake Breakfast/Safety day and would encourage all the board members to participate in some way.

MEETING ADJOURNED

The meeting adjourned at 9:17 PM

NEXT MEETING DATE

Tuesday, November 10 at 6:00 pm in the auditorium – beginning with the 2010 budget hearing followed by the fee schedule hearing and then the regular board meeting.

The Volunteer Pension Board Meeting: Tuesday, November 10 at 5:45 PM in the Auditorium.

Respectively Submitted,

Sylvia Ross
Recording Secretary